



Fauquier County Public Schools
Department of Human Resources
320 Hospital Drive, Suite 34
Warrenton, VA 20186
Phone: (540) 428-8700 Fax: (540) 347-3610

REFERENCE FORM

The applicant listed below is formally applying for a position in the Fauquier County Public Schools System. As a part of our employee selection process, **we request each applicant forward a copy of this reference form to three persons** who are uniquely familiar with his/her ability, potential, and/or past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential.

NAME OF APPLICANT (PLEASE PRINT) _____

POSITION APPLICANT IS APPLYING FOR _____

NAME & TITLE OF REFERENCE _____

ADDRESS OF REFERENCE _____

TO APPLICANT: Many people will not complete references unless confidentiality can be assured. If you wish this reference to be confidential please sign and date the waiver of access below. All applicants and accompanying records become the property of the district and are not available to candidates.

WAIVER OF ACCESS: I, the undersigned, waive any right of access to this reference.

Signature _____

Date _____

Please record in the boxes below: a number from the following scale which describes your comparison of the above named applicant with persons you have known with comparable years of experience.

1. OUTSTANDING 2. ABOVE AVERAGE 3. AVERAGE 4. BELOW AVERAGE 5. UNKNOWN

Professional Attitude		Creativity	
Maturity		Ability to assess pupils needs	
Loyalty		Ability to plan instructional experiences	
Enthusiasm		Ability to implement planned instruction	
Dependability of judgment		Ability to evaluate pupil progress	
Promptness		Ability to develop learning environment	
Attendance		Ability to relate to pupils	
General cultural awareness		Ability to relate to co-workers	
Efficiency in routine matters		Ability to work independently	
Flexibility		Ability to maintain class control	

1. How long and in what capacity have you known the applicant? _____

2. What subject area(s)/grade level(s) did applicant teach? _____

3. Is this applicant open-minded and receptive to suggestions? _____

4. Would you employ or re-employ this applicant? _____

5. Has the applicant demonstrated an ability to communicate effectively with parents? _____

6. Would you prefer talking with us by telephone? _____

Number (____) _____

7. Please include any additional comments that might aid us in the overall evaluation of this applicant.

Signature & Title of Person Completing Form _____

Date _____